G. R. S. IX-5]

Previous references.

File No. 64-2

192 /

(P45.)

Serial Nos 344

Later references.

7413-22 ll 45.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. Two only.

Part B for May 1922

UBJECT.

The Inspection Report of the Office of the Superintendent, Govt Ptg Bangalore

To

The Supdt. Govt Printing

No. GR. 4913. Dt. 1 5. 22

Stating that a System of efficiency rating by taking Count of copy corrections in order to maximise the incorrectness of the work of the Govt Press.

WD 1888—GPB—10,000—

15/5/22

35263

PDS. 64-21-3.

D 2940/2

GEN. & REV. SECRETARIAT VIII E. AUDIT. 18 MAR 1922

WD 2019—GPB—2,000—13-5-21

D.2954 &

Telegraphic Address "Papyrus," Bangalore

No. 3293

Gen. Rep.

OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRINTING,

Dated Bangalore, 22nd February 1922.

FROM

D. B. RAMACHANDRA MUDALIAR, ESQ., M.R.A.S.,
SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

GENERAL SECRETARIAT III 28 FEB 1922 MILITARY & D CONFLANEOUS

S. Hiriannaiya, Esq., M.A., B.L.,
Secretary to Government, General Department,
Bangalore.

SIR,

Adverting to Government Order No. 48-E.A.G., dated 18th March 1916, I have the honor to forward herewith the Inspection Report of the Office of the Superintendent, Government Printing, Bangalore.

I have the honor to be,

Sir,

Your most obedient servant,

D. B. Ramachandra Mudaliar

Superintendent.

Section 57.

The proof Branch certainly requires better manning. The proofs coming out after proof are often exceedingly bad. But this does not mean more men are needed. What is needed is attracting a better set of men for this work. There is not sufficient arrangement for ~~the~~ necessary efficiency & Competence in this staff. An outsider's impression, particularly some who has had a lot of proof reading matter sent from this Press of private persons is that the superior staff does not bestow as much attention to this branch of work in the Press

Such a course is fatal to the best!

:) in accordance with the case Rees

D·2954

for the Govt-Press than as in Private Press. ~~Seddon.~~ The latter have to depend upon their good proofs & work for their Custom, but the G.P. lacks this ~~incentive~~ incentive to efficiency. The Superior Staff must supply (a direct incentive by periodical checks of proofs, a suitable system of efficiency rating by taking count of "Copy" ~~proofs~~ Corrections as opposed to "authors" corrections made by Seddon, having been overlooked by the Press "readers" ~~&c~~ & by periodical tests (both in speed & in accuracy) prior to granting increments or promotion

Rees
Stat- is a wider Rees

Rees
2/3

Yours truly.

2) This will be brought to the notice of the Supt- if appd.

2/3
Rees

(Members)

092-271
17.3.22 - 3) Approved. Vide Marginal remarks above.

Rees
D. 3. 22

4) Ds for taking action accordingly

Rees 2/3

Rees

General and Revenue Secretariat. | P 45 File No. 64 of 1921.

Serial No.

5) Draft as per orders to Subd
Mun. — Ely
15.4.22
17
for approval.
CEB 20.4.22
Gen Sec:)

6) Issue after showing to Mr Ramanathan. He may have alternative suggestions

Sd 29/4

Proc 1/5/22

7) Mr Ramanathan has approved of the draft

8) Issue CEB 1.5.22

4 To: The Superintendent Govt Plg, Kta
No. M.24913 & 1.5.22.
Requests to devise a System of efficiency rating by taking Count of Copy Corrections, in order to minimise the incorrectness of the proofs coming out of the Govt Press.

9) May this be recorded.
Sd 8/5/22 Ely

10) Yes CEB 13.5.22.

CHIEF SECRETARIAT
III
5 MAY 1922
MISCELLANEOUS

NOTE—Contn. sheet.

MEMO OF QUESTIONS OF THE OFFICE OF THE SUPERINTENDENT, GOVERNMENT PRESS.

1. Name of Inspecting Officer — signation... Mr. D.B. Ramachandra Mudaliar Supt-Govt-Printing etc

2. Duration of Inspection. — Date commenced... 20th February 1922

Date concluded... 22nd February 1922

3. Previous Inspection. — Date... 23rd 24th February 1921

Name of Inspecting Officer... Mr. D.B. Ramachandra Mudaliar

Questions.

I. General.

1. Is the accommodation for the Press sufficient and suitable? Are the rooms and premises kept clean? — accommodation insufficient Premises are clean

2. Is an attendance register in use? Who checks the register daily? — yes, asst Supte

3. How many branches are there in the Press, and what is the staff of each branch? — 14 Branches — 1 Office - 18; 2 Proof - 29; 3 Despatching 12; 4 Composing 10; 5 Printing 10; 6 Binding - 8; 7 Litho - 14; 8 Casting 14; 9 Machine - 4; 10 Miscellaneous 4; 11 Menial 23; 12 P.W. Composing - 152; 13 P.W. Printing 71; 14 P.W. Binding 66

4. What are the qualifications of each permanent member of the staff of each branch, and are they suitable and sufficient? — Most of them are qualified.

II. Service Registers, List of Establishment, etc.

5. Is an up-to-date list of establishment, both clerical and menial maintained? — yes

6. Is a record of qualifications and services of the ministerial officers maintained up-to-date? — yes

7. Is a Service Register maintained for every permanent official and brought up-to-date? Are these registers arranged in order and kept in the records in a separate box? — yes

8. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

Yes

9. Is a register of applications for appointments maintained, and are selections made therefrom?

Yes

10. Are all appointments made in accordance with rules pertaining to the Department?

Yes

III. Distribution of Work.

11. Is a record of distribution of work among the several clerks in the office branch maintained? Is the work assigned to each official sufficient without being excessive?

Yes

12. Is a turn book maintained for distribution of work among the compositors? Are instructions to keep this book in order followed strictly?

Yes

IV. Arrear Lists.

13. Is a list of work pending in the Press prepared and submitted by the 5th of the month following?

Yes

14. Is this list scrutinized carefully by the ministerial head of the office and necessary action taken promptly?

Yes

V. Reports and Returns.

15. Is a statement of the periodical reports and returns due to Government prepared and maintained up-to-date? How many and which returns were overdue at the time of inspection?

Yes

yes

VI. Inventory.

16. Is a register of furniture, plant and materials in the Press maintained and submitted to Government within the due date? Are all articles entered therein together with details as to the cost and date of purchase of each? Is a note made in the register of all articles lost or those that have become unserviceable? Is the furniture adequate to the needs of the office or more than necessary? What is the condition of the furniture?

VII. Stationery and Forms.

Head Clerk

17. In whose custody is the Office Stationery? Are the Stock and Issue Registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock taking done once a year?

yes

18. Is a register of periodical issue of stationery maintained as per Stationery Rules? Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (*Vide* Rule 9 of the Stationery Rules.)

yes

VIII. File of Standing Orders.

19. Is a complete set of standing orders of Government relating to the working of the Press maintained? Is it complete and up-to-date? Is it provided with a table of contents and index?

yes

IX. Correspondence Registers.

20. Are "To" and "From" Registers properly maintained with cross references regularly marked?

yes

21. Are a peon book and a tappal book maintained?

yes

X. Cash and Contingencies.

22. Are the following registers maintained?

(1) Cash book, (2) General ledger, (3) Contingent Register, and (4) Order book for contingent charges.

yes

23. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

Rs 200/-
yes
Balance on hand account, Rs 224-10-0 produced

24. Is there any money on hand awaiting remittance to the Treasury? Details may be furnished.

no

Are there any long standing advances made out of the office imprest awaiting adjustment? Details may be furnished.

no

25. Are all the charges incurred on account of contingencies entered in the Contingent Register from day to day? Are totals struck at the end of the month? The necessity for any unusual charges may be scrutinized.

yes

26. Are all contingent charges incurred under due authority, sanction of higher officers being obtained where necessary?

yes

27. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 83 of the Civil Account Code and the initials of the head of office obtained?

yes

28. Is the expenditure kept within the budget grant?

yes

29. Are the detailed contingent bills of each month submitted with vouchers regularly by the first week of the succeeding month as required by para 210 of the Mysore Treasury Manual? Are all disallowances promptly deducted from the succeeding contingent bills?

yes

Is the account of service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance?

yes. Head Clerk

30. Are salary bills prepared with reference to the attendance register, leave register and order book? Are drafts of the pay bills maintained?

yes

31. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of the office?

yes

32. Are the bills and payments posted in the cash book?

yes

33. Is undisbursed pay short-drawn invariably in the pay bill of the next month?

yes

34. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

yes

35. Are all sums drawn on travelling allowance bills disbursed and acquittances taken?

yes

36. Are drafts of the office travelling allowance bills maintained in a register? Is there any undisbursed travelling allowance kept on hand? Are the rules laid down in Government Order No. Fl. 2187-235—S. & A. 53-15-4, dated 19th November 1915, regarding the undisbursed travelling allowance duly observed?

yes

Have personal claims of officers to pay, allowances and increments been discharged without delay? If any are delayed what is the cause for the same.

yes

37. Are the pension applications prepared and submitted in time as required by Government Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

yes

38. How many cases are pending and why?

Nil

XI. *Records.*

9. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed subjectwar, chronological, etc., may be briefly explained.

maintained in chrono. - topical ords -

40. Are all the records of the office kept in proper order and condition?

yes

41. Are rules framed for regulating the periodical destruction of unserviceable records observed and have all time-expired papers been eliminated according to such rules?

yes

XII. *Composing Department.*

42. Is a work register maintained and kept up-to-date showing the date of receipt of work and the date of sending the forms to the machine room?

yes

43. Is the composing room kept clean, cases without pie, materials in their proper places, and so on?

yes

44. Are the valuation vouchers sent into the office branch within the prescribed time?

yes

45. Are the Hour Account memos properly scrutinized and the amount claimed checked in accordance with the nature of the work done?

yes

46. Are there any complaints in the matter of the receipt of wages by the men?

yes

47. Are all confidential papers received in the Press dealt with satisfactorily? Have there been any complaints in dealing with these?

yes

48. Is a complete file of all standing matter properly kept? Are rules regarding the distribution of standing matter observed?

yes

XIII. Type Store.

49. Is the type store-keeper keeping the type and material in his charge satisfactorily? Is he issuing all material upon indent initialled by the Chief Foreman or other officer?

yes

50. Is the matter for distribntion kept properly arranged and issued regularly?

yes

51. How many boys are under his care? Are they all attending the general education class? How many have picked up composing work?

40 Boys attend the general Education class - yes, all of them can compo

XIV. Gazette.

52. Is the register of works received for publication in the Gazette maintained up-to-date with all the particulars *re* the department from which it is received, the number of issues in which it has to be published, the number of spare copies required for the department and the part of the Gazette in which the matter has to appear duly noted?

yes

53. Are private advertisements published after careful scrutiny and are all monies therefor recovered in advance and credited to the treasury before they are published?

yes

54. Gazette being issued punctually to time? Have there been any instances of delay?

yes, no,

XV. Reading Department.

55. Is the out-turn register showing the daily receipt of work for reading maintained up-to-date with the number of pages received for first, second or final reading and the arrears left over for the day properly noted?

yes

56. Have there been any glaring instances of bad reading entailing punishment of the readers?

No

57. Is the number of readers and examiners adequate and are their general qualifications for reading satisfactory?

no - more hands with better qualification are bad needs

XVI. Machine Department.

58. Are the general registers of the machine room kept up-to-date? Is the register showing the daily receipt of work in the machine room and its distribution properly maintained so as to facilitate ready reference?

yes

59. Have there been any complaints as regards the distribution of work among the machine men by the Printing Foreman?

No

60. Are all the machines kept clean and in working order? Have there been any serious breakages?

yes — No

61. Does the roller caster keep all the machines and presses well supplied with good rollers?

yes

62. In how many cases had repairs to be done in the Public Works Workshop for the machines? Has a properly signed requisition been sent in each case? What is the total amount of such repairs up-to-date?

Cost of many repairs is Rs 580-8-—

XVII. Gate.

63. At what time is the gate opened and closed?

Press is working now from 8 A.M to 6 P.M

Are the watchmen looking after the safe custody of things in the Press satisfactorily?

yes

64. Are the workmen searched at the gate by the Gate-keeper? Has any detection of thefts been brought to notice?

yes

XVIII. Binding Branch.

65. Are the registers in the Bindery kept up-to-date? Is the daily record of work maintained properly and submitted to the Superintendent daily? yes

66. Is the indent register showing the quantity of materials required for binding every book prepared properly in the counter-foil book and submitted to the higher officers before being sent to stores for compliance? Do the figures in the stores issue book tally with those in the indent register? yes

67. Are the machines in the Bindery kept in working order? yes

XIX. Foundry.

68. Are the registers maintained in the foundry kept up-to-date? Are the machines, etc., kept in working order? yes

69. Are type leads, stereos, etc., cast in the foundry delivered to the store-keeper regularly and his signature taken? yes

XX. General Stores.

70. Are the registers maintained in the stores kept properly posted up? Are the articles received from other departments or purchased or supplied by contractorts, according to the indents passed? Are their quality and quantity correct? yes

71. Has the store-keeper kept the accounts for materials issued to the different departments correctly? yes

72. Is the store-keeper giving a receipt for all stores, etc., received and is this receipt in duplicate? yes

73. Are all articles intended for the use of the Press delivered into the stores in the first instance and checked there and re-issued on indents thereafter? yes

XXI. Paper Room.

74. Are the stock and issue registers in the paper room maintained up-to-date and correctly ?

yes

XXII. Office Branch.

75. Into how many sections is office divided, and what is the function of each ?

4 Sections
1 Correspondence
2 accounts
3 Gazette and
4 Publications

76. Are payments to the permanent and piecework establishments made on the 2nd and 16th of each month as per rules in force ?

yes

77. Is the work register posted up-to-date and maintained in order ? What is the number of works received up-to-date of inspection ?

yes - no - 1706

78. Is an overtime register maintained and checked so that all overtime claims are authorized ? Is an abstract of the same prepared and submitted to Government for sanction on or before the 10th of each month ?

yes

79. Is the compositors' Line Accounts register maintained in order ? Are the line account vouchers checked and their correct money values ascertained and entered in this register against the name of each compositor ?

yes

80. Is the machines wages register kept all right ? Are the values of vouchers correctly ascertained and posted in this register ?

yes

81. Is the register of binding work executed in the Press maintained in order ? Is a finished copy of each bound book brought to office and are necessary entries caused to be made in the register showing description of binding, number of copies bound, and so on ? Are the wages due calculated as per standard rates and entered ?

yes

82. Is the net cost price of each job executed in the Press arrived at and entered in the valuation register ?

yes

83. Is the value of work turned out for each department ascertained, and a statement submitted to the Comptroller as required?

yes

84. Are all monies received on account of subscription to the *Mysore Gazette* remitted to the treasury and acknowledgment obtained?

yes

85. What is the number of subscribers to the English and Kanarese Gazettes respectively?

Subscribers Eng 358
— do — Kan. 162

86. How many publicaitons were received for registration?

No of books — 209

87. What is the number of maps, plans, charts or diagrams, drawn by the Draughtsman?

16 maps, 31 plans, 23 dia-grams and 23 charts.

Is his register maintained up-to-date?

yes

XXIII. Miscellaneous.

88. Is an inspection Minute Book maintained and written up as laid down in para 4 of Government Order No. 10870-918—E. A 43-14-1, dated 10th April 1915.

yes

89. Extent to which points noted for action at previous inspections have been attended to.

yes

90. Any irregularities or informalities observed in the course of inspection, whether connected with the printed questions or not and suggestions, if any, for improving the working of the office.

yes

W D 1578-GPB—100—15 3 20

B. Ramakrishna
Superintendent,
Govt. Printing.

G. R. S. VI—G/32]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* 191 .

Date of issue 1/5/22

Signed by Mr C.E.R

Section Pts

File No. 64-2

Serial No 4.

No. M 4913

To

The Supdt. Govt Printing

Sir,

With reference to ~~your~~ the inspection report of your office forwarded with your letter No. 3293 of 22.2.2 I am directed to point out that the proofs coming out of the Govt Press are often very bad, that the Supervising staff does not seem to bestow much attention on this branch of work & that there does not seem to be sufficient

over.

arrangement for increasing efficiency & Competence in this staff. I am therefore to request that a Suitable System of efficiency rating may be devised by taking Count of "Copy" Corrections (as opposed to "authors Corrections made by depts) having been overlooked by the Press "readers" ~~[illegible]~~ & that the Superior staff of the Press must supply a direct incentive by periodical checks of proofs & holding periodical tests (both as speed & accuracy) prior to granting increments or promotion -

I have &c

29/4.

cab ~~For~~ Genl Secy

W/ 17.4.22

List of enclosures.

Copied by

Examined by

3.4.22